



Texas Alcoholic Beverage Commission Auditor III (Auditor)

SALARY	\$4,361.59 Monthly	LOCATION	Arlington, TX
JOB TYPE	Classified Regular Full Time	JOB NUMBER	202300030-Arlington
DIVISION	Audit and Investigations	DEPARTMENT	Arlington Audit
OPENING DATE	12/28/2022	CLOSING DATE	Continuous
FLSA	Exempt		

General Description

**This posting is for Arlington Texas.
Two positions will be filled from this posting.**



**TEXAS ALCOHOLIC
BEVERAGE COMMISSION**
Texans Helping Businesses & Protecting Communities

We Are TABC Video-What do we do?

Field auditor position with duties to include conducting audits, complaint investigations, inspections, education initiatives, and marketing practices. Work involves examining records of corporations, partnerships, and sole proprietors to assure legal and regulatory compliance with applicable statutes and rules of procedures, and to establish tax and fee liabilities. Works under supervision of the Regional Audit Manager or Assistant Regional Audit Manager.

Essential Job Functions

(60%) Auditing - (Excise/Food & Beverage/Private Club/Local Distributors/ Direct Shipper)

- Conducts assigned tax, fee, and regulatory audits in a timely manner with minimum errors and supervision.
- Follows audit procedures manuals, code & rules requirements.
- Recognizes and adequately documents audit discrepancies noted and take appropriate action based on audit procedures manual.
- May audit business records of potential applicants to establish bonding liability and qualification to hold permit or license.

(10%) Marketing Practices & Education Initiatives:

- Handles routine marketing practices questions related to the alcoholic beverage code and rules (telephone, emails, and counter).
- Interprets and applies marketing advisories, code, and rules.
- Analyzes and resolves marketing issues related to large festivals involving sponsorship and/or third-party promotions.

- Assists with education initiatives involving members of the alcohol industry, public schools/colleges, and public/civic organizations.

(20%) Inspections / Investigations

- Develops administrative cases for cash and credit law under limited supervision.
- Assists senior staff with the development of complex administrative cases and may assist in the case settlement. Involves developing fact base case narratives.
- Assists in promoting voluntary compliance and public safety by assisting in performing complaint-based investigations relating to regulatory and public safety issues.
- Conducts various types of physical inspections of licensed locations for compliance with the Alcoholic Beverage Code and Rules.
- May review licensing files and evaluate internal business entity structures related to complaint-based investigations.
- Prepares legally acceptable statements or affidavits.
- May assist with investigations involving the Enforcement Division, Licensing Division, Tax & Marketing Division, and Marketing Investigations Unit of the Audit & Investigations Division.

(5%) Preparation of statistical reports / Time Management Skills / Other Duties:

- Properly documents daily, weekly, monthly reports related to travel and daily work activities.
- May assist with the processing and issue of temporary permits/licenses
- Assists with the agency licensing process by conducting new location inspections, interview and furnishing applicant(s) with information concerning their respective type of permit or license and informing them of their responsibilities under the law.

(5%) Property Management/Seized Property as necessary

- Properly tags, inventories, and accounts for agency assets.
- Properly documents, enters, safeguards and disposes of agency seized property and purchase of evidence items in accordance with evidence (SAPE) procedures manual.
- Other duties as assigned.

MQs, KSA, License/Certifications

MINIMUM QUALIFICATIONS:

Option 1

Graduation from an accredited four-year college or university with major coursework in accounting, finance, management, economics, or marketing. Experience and education may be substituted for one another.

AND

At least 12 hours of accounting, auditing, and finance; six (6) of which must be in accounting.

(NOTE: Legible copy of transcript(s) showing degree and accounting hours and/or proof of course enrollment must accompany application for employment consideration).

Option 2

Associates Degree in a business-related field (marketing/finance/accounting/management). At least 9 hours of accounting, auditing, or finance; six (6) of which must be in accounting.

(NOTE: Legible copy of transcript(s) showing degree and accounting hours and/or proof of course enrollment must accompany application for employment consideration).

AND

With Associates Degree, two (2) years' full-time work experience in accounting, auditing or extensive financial investigations involving business records.

NOTE:

- Must possess a valid Texas Driver License, a clear driving record, and a vehicle capable of transporting two individuals. If out of state, must obtain Class C Texas Driver's License within six weeks of job acceptance.
- Must complete New Auditors Training Program within the first year of employment and be willing to complete division or agency on and off-site training as required to enhance job-related skills to include the New Auditor's Academy as scheduled.
- Due to budgetary constraints, travel may be limited, and assignments/projects will require virtual completion via Microsoft Teams or other platforms/applications as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of accounting and auditing methods and systems; generally accepted auditing standards and procedures; and computer technology principles, terminology, programming, and automated systems.

Knowledge of accepted business practices and office procedures involved in providing services to internal and external customers.

Thorough knowledge of spelling, punctuation, and grammar.

Working knowledge of tax law and audit procedures.

Working knowledge of accounting methods and systems, and of generally acceptable auditing standards and procedures.

Skill in the use of personal computers, preferably Windows and Microsoft products to include Word, Excel, Outlook, and PowerPoint.

Skill in performing mathematical, statistical, and financial calculations.

Skill in collecting, analyzing, and documenting research data.

Time management and multi-tasking skills.

Collaboration, team participation, and task-oriented skills.

Ability to read, comprehend and apply agency's philosophy, policies, and procedures.

Ability to analyze, evaluate and summarize a large volume of financial records.

Ability to evaluate documents for accuracy and conformance to accounting standards and legal requirements.

Ability to maintain, secure and protect confidential, sensitive, or secured information or goods.

Ability to learn moderately complex technical issues and maintain complex records.

Ability to take direction and accept constructive criticism.

Ability to communicate

effectively both orally and in writing.

REGISTRATION, CERTIFICATION OR LICENSURE:

Work experience in auditing/investigations is preferred.

Applicable Certifications Supported: *Certified Public Accountant (CPA)*, Certified Financial Analyst (CFA), *Certified Management Accountant (CMA)*, *Certified Internal Auditor (CIA)*, *Certified Information Systems Auditor (CISA)*, *Certified Fraud Examiner (CFE)*.

Physical Requirements/Supplemental Information

Regular Hours are Monday thru Friday, 8:00 AM to 5:00 PM. Occasional overtime required.

Ability to routinely lift and transport record boxes weighing up to 25 pounds.

Ability to lift and dolly cases of alcoholic beverage weighing up to up to 40 pounds

Ability to travel up to 50% of the time conducting assigned field activities.

Occasional overnight travel.

NOTE: This position is expected to work in the office but may be eligible to telework. For teleworking, must have a secure, dedicated workspace with internet service, ability to maintain a reliable consistent work schedule and be available for

meetings and group collaboration via Microsoft Teams or other platforms/applications during regular business hours.

MILITARY OCCUPATIONAL SPECIALIST (MOS) CODE:

Veterans, Reservists or Guardsmen with an MOS or additional duties pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply:

For more information see the Texas State Auditor's Military Crosswalk at

<https://hr.sao.texas.gov/CompensationSystem/JobDescriptions>

Supplemental Information:

- The Texas Alcoholic Beverage Commission reserves the right to adjust compensation based upon legislative mandates in regard to TABC's and/or an employee's contribution to the Employees Retirement System. In compliance with Senate Bill 321, agencies that hire a person who has retired from the Employees Retirement System (ERS) or the Law Enforcement and Custodial Officers Supplemental Fund (LECOS) on or after September 1, 2009, are required to remit a surcharge each month the return-to-work retiree is employed. Candidates meeting these requirements will be offered a lower base salary to cover the surcharge.
- The Commission will conduct a criminal history and driver record check with the Texas Department of Public Safety in accordance with applicable standards on all finalists for this position.
- Applicants should clearly describe on their applications how they meet the minimum qualifications for the position. Qualifications may be verified through testing. Resumes will not be accepted in lieu of the completed application. Incomplete applications will not be considered.
- The Immigration Reform and Control Act of 1986 requires all new employees to present proof of eligibility to work in the United States within three (3) days of being hired. The Texas Alcoholic Beverage Commission participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization; For more information, see: <https://www.e-verify.gov/about-e-verify/what-is-e-verify>.
- Males between the ages of 18 and 25 years, inclusive, may be required to furnish proof of either selective service registration or exemption there from as a condition of state employment. The Texas Alcoholic Beverage Commission adheres to the Veteran's Preference granted in Chapter 657 of the Texas Government Code and the Former Foster Children Preference granted in Chapter 672 of Section 1, Subtitle B, and Title 6 of the Texas Government Code

Agency

Texas Alcoholic Beverage Commission

Address

5806 Mesa Drive #165

Austin, Texas, 78731

Phone

(512) 206-3220

Website

<http://www.tabc.texas.gov>

Auditor III (Auditor) Supplemental Questionnaire

***QUESTION 1**

Do you possess a valid Texas Driver License, a clear driving record, and a vehicle capable of transporting two individuals?

- ☐ Yes
- ☐ No

***QUESTION 2**

Did you graduate from an accredited four-year college or university, with major coursework in accounting, finance, management, economics, or marketing?

- ☐ Yes
- ☐ No

***QUESTION 3**

Did you have at least 12 hours of accounting, auditing, and finance (six of which must have been in accounting)?

- ☐ Yes
- ☐ No

***QUESTION 4**

Do you have at least 4 years of experience in accounting, finance, management, economics, or marketing?

- ☐ Yes
- ☐ No

***QUESTION 5**

Did you earn an Associates Degree in a business-related field (marketing/finance/accounting/management)?

- ☐ Yes
- ☐ No

***QUESTION 6**

Did you have at least 9 hours of accounting, auditing, or finance (six of which must have been in accounting)?

- ☐ Yes
- ☐ No

***QUESTION 7**

With the Associates Degree, do you have two (2) years' full-time work experience in accounting, auditing or extensive financial investigations involving business records?

- ☐ Yes
- ☐ No

*** Required Question**